

THE COMMONWEALTH STATISTICIAN,
CANBERRA, F.C.T.

ADDRESS TELEGRAMS:—

COMMONWEALTH STATISTICIAN,
CANBERRA.



COMMONWEALTH BUREAU OF CENSUS AND STATISTICS,

Canberra, F.C.T.

PLEASE QUOTE THIS NUMBER IN REPLY.

13th July, 1939.

Dear Sir,

ith.

I am enclosing herewith the script of two wireless talks to be given by me over the National Network on Sunday, 16th July at 1.15 p.m. and on Monday, 17th July at 6.15 p.m. You may find this material of value for reproduction in whole or in part in your columns after the talks have been delivered. Alternatively, some of it may have a reference value for the purpose of replying to specific inquiries by correspondents.

I am sending you the material on the strict understanding that it is not to be used for publication until after the talks have been given over the National Network.

For your information, I am having prepared some typical inquiries being received from members of the public, and the official replies given thereto. This material will be handed out to the newspaper representatives in Canberra, for use in morning and evening newspapers alternately.

Thanking you again for your co-operation,

I am,

Yours faithfully,

Roland Wilson.

(ROLAND WILSON)
Commonwealth Statistician.

FILLING IN YOUR NATIONAL REGISTER CARDS.
(with special reference to the Personal Card)

First Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Sunday, 16th July, 1939, at 1.15 p.m.

I want to tell you something to-day about the kinds of people who are required to send in National Register cards and how the cards can be obtained, and to give you a few general suggestions on the method of filling them in. I shall then discuss the questions on the Personal Card in more detail, in order to help you to fill in the answers accurately.

To-morrow evening at a quarter past six, I shall repeat my introductory remarks and tell you in more detail about the questions on the Property Card.

First of all, it is most important to know who is required to make returns. For the Census of Men, all male persons who have reached the age of 18 and have not yet turned 65 years of age must send in a Personal Card. This Personal Card is grey in colour, while the Property Card is buff-coloured.

For the Census of Property, you may have to send in one card or, if you represent other persons, a number of cards. First of all, you must send in a card in respect of your own property, if it is worth £500 or more. This applies to all persons irrespective of sex or age. Next, all companies or other corporate bodies must supply a card through their legal representative. The legal representative for this purpose means the secretary or manager or a director or other principal executive officer of the company or corporate body. Next, the agent of any person permanently or temporarily absent from Australia must supply a card on behalf of the absentee. Next, the trustee of a trust estate must supply a card in respect of the property held on trust. Next, the legal representative of every minor or other person under legal disability must send in a card for the person he represents. If a person under legal disability (such as a minor) has no legal representative, he himself should fill in a card. Please remember that separate cards must be furnished for every individual, company, corporate body, or estate I have mentioned.

There is a further obligation on the secretary, manager or a director of a company to furnish an additional card showing, for all absentee share and debenture holders as a group, the total value of shares and debentures of his company owned by persons permanently resident abroad, if the total value is £500 or more.

Those of you who are required to furnish cards should obtain them immediately from a post office - preferably from one in your own locality. Make sure that you get, in addition to the card or cards, an envelope and an instruction sheet. The envelopes are already addressed and do not require a stamp. It is most important that you should get an instruction sheet. This sheet has instructions for filling in the Personal Card printed on one side, and instructions for filling in the Property Card printed on the other. Read your Instruction Sheet very carefully before attempting to fill in your card, and re-read the instruction relating to each question on the card before filling in the corresponding answer. When you have completed your card, put it in the envelope (together with the cards for other members of your family, if possible) and drop it in the nearest post office box. While the Census period lasts for two weeks, obtain and post your cards as early as possible, in order to avoid congestion in the post office in the closing days of the period.

In filling in your card, write very clearly and do not forget to print your surname in block letters. It would help us if you would also use block letters in answering other questions. Please fill in your card in ink. In stating your address, give your usual address, by which I mean the one at which you normally reside, even though temporarily absent when filling in your card. You should not omit to state the Commonwealth Electoral Division in which your usual residence is situated. Take care not to give the name of the State Electoral Division by mistake. If you do not know the name of the Commonwealth Electoral Division, inquire at the Post Office.

I now wish to make a few suggestions on the numbered questions on the Personal Card.

Question 1 asks for your age last birthday, in years. Give your age last birthday, even although you may be having another birthday very shortly.

In Question 2, which asks for the country of birth of yourself, your father and your mother, give the name of the State or Territory of Australia if Australian born, and the name of the country if born overseas. Do not insert the names of towns, which are not required.

Question 3 relates to your nationality. In the legal sense, this may or may not correspond to your birthplace. What we want here is a statement of the country or State of which you are legally a subject or citizen. If you are of British nationality, put a cross in one of the two squares provided, according to whether you were born British or became British by naturalization. If you are a naturalized British subject, do not omit to add the exact place and date of your naturalization, so that your claim may be readily checked. If you are of foreign nationality, simply write in on the proper line the name of the country of which you are a national.

Question 4, which relates to your marital status, is very simple. All you have to do is to place a cross in the right square. Some people have been a little puzzled why squares have been provided for widowers and divorced persons. It is, of course, not very important for this purpose to know whether a man is a widower or a divorcee, but unless there were a square applying to such people they might be puzzled in knowing whether to describe themselves as single or married - particularly if they have children.

Question 5 asks for the number and relation of dependent relatives. If you have dependent on you either a father, mother or wife, all you need do is to place a cross in the corresponding squares. You need not enter numbers, as we presume that most of you have only one of each at the most. You must, however, state the number of dependent children under 16, and the number of other dependent relatives. You should not make the mistake of including your father, mother or wife in the number of other dependent relatives. Do not forget that everyone included in the answers to this question must not only be a relative, but they must be dependent on you and dependent in a substantial degree.

In answering Question 6, which relates to your general health, you must use your common sense in deciding whether to describe it as good, bad or indifferent. Obviously, it is inaccurate to describe your general health as bad or even indifferent if you are merely temporarily indisposed. Only give the answer "bad" if you are suffering from acute illness or serious chronic complaint.

Question 7 asks you to state the exact nature of any permanent physical disabilities; that is to say, whether you are blind, deaf, dumb, crippled or otherwise maimed. It is important to state

the exact nature of any disability. The fact that any such disability does not prevent you from following your present occupation does not matter.

In Question 8 you are asked to state whether you are an employer, a worker on your own account, an employee working either at your usual occupation or working at some other occupation, whether you are unemployed, or whether you belong to some other category, that is to say, are not actively engaged in industry. You should answer this question by placing a cross in the square opposite the description which applies to you. There are six squares, only one of which should be marked with a cross. People who are eligible for and receiving sustenance work or relief work - whether or not they are actually engaged on such work on the day on which they fill in their cards - should describe themselves on the card as unemployed. The only other special point to notice here is that employees should state whether they are working at their usual occupation, that is, the one they were trained for or habitually work at, or whether they are working at some other occupation for the time being.

Question 9 relates to unemployment, and is divided into two parts. The first part of the question requires you to state the total number of weeks during which you have been unemployed during the past year. In reckoning unemployment for this purpose, include any periods during which you may have been engaged on sustenance work or relief work. The second part of the question is to be filled in only by persons who are at present unemployed. They should state in months, weeks and days the period since they were last employed in any occupation other than sustenance work or relief work. It is most desirable that you should answer this question as accurately as you can, since the answers will be of great value in shedding light on the precise extent of unemployment, in regard to which the present statistics for Australia as a whole are inadequate.

I now come to the last two questions on the card, which it is most important for you to fill in correctly. Number 10 asks for your individual craft or occupation, and number 11 for the branch of industry in which you are engaged. Some people are sometimes puzzled by the difference between occupation and industry. It is really very simple, and a little thought will prevent you from giving the wrong answer. Your craft or occupation relates to the kind of work which you perform as an individual, while your industry is the branch of industrial activity, trade or service which utilises your services. You may, for instance, be a machinist working in the ship-building industry, or you may be a machinist working in the motor-engineering industry. Machinist is your craft or occupation, and ship-building or motor-engineering is your industry. On the other hand, you may be working in the ship-building industry as a clerk. In that case, your occupation is clerk, and your industry is ship-building. In answering both questions, please be as specific as you can and state the answer as accurately as possible.

In describing your occupation, if the conditions of your employment are regulated by law, use the description given in the award, determination or agreement which applies to you. If you are in doubt, your employer, if you have one, will be able to tell you what terms to use. Also, state exactly the standard or class of your qualifications. For example, if you are a machinist, first-class, then state that you are "first-class". If you are an apprentice in your fourth year, then state "apprentice in fourth year", and so on.

If you should happen to be unemployed, state as your occupation the one which you usually follow, and state as your industry the industry in which you are usually engaged.

In Question 10, in addition to your present occupation, you are also asked to state any other craft or occupation in which you have special skill or training. Be just as specific in your answers here as you are in stating your present occupation. The object of these questions is to find out in what directions you could be employed if circumstances arose in which you were prevented from working at your usual job, so put down the occupations for which you have some special qualifications apart from those which qualify you for your present work. Do not state more than two on the front of the card. You may give any further information or describe any unusual qualifications on the back.

When you have finished filling in your card, glance over it again to see that it is correct, enter the date, and sign your name on the line at the foot of the card. Then put it in the envelope and post it at once in the nearest letter-box.

Once again, please read your Instruction Sheet carefully. There is a penalty for giving information which you know to be false or incomplete, as well as for not returning a card. The Act also requires that you should fill in the card in accordance with the instructions. Try to help us, therefore, and you will be helping yourself.

FILLING IN YOUR NATIONAL REGISTER CARDS.
(with special reference to the Property Card)

Second Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Monday, 17th July, 1939, at 6.15 p.m.

Yesterday I told you something about the kinds of people who are required to send in National Register cards and how the cards can be obtained, and I gave you a few general suggestions on the method of filling them in. I then discussed the questions on the Personal Card in more detail.

To-night I shall repeat my introductory remarks and shall then tell you in more detail about the questions on the Property Card.

First of all, it is most important to know who is required to make returns. For the Census of Men, all male persons who have reached the age of 18 and have not yet turned 65 years of age must send in a Personal Card. This Personal Card is grey in colour, while the Property Card is buff-coloured.

For the Census of Property, you may have to send in one card or, if you represent other persons, a number of cards. First of all, you must send in a card in respect of your own property, if it is worth £500 or more. This applies to all persons, irrespective of sex or age. Next, all companies or other corporate bodies must supply a card through their legal representative. The legal representative for this purpose means the secretary or manager or a director or other principal executive officer of the company or corporate body. Next, the agent of any person permanently or temporarily absent from Australia must supply a card on behalf of the absentee. Next, the trustee of a trust estate must supply a card in respect of the property held on trust. Next, the legal representative of every minor or other person under legal disability must send in a card for the person he represents. If a person under legal disability (such as a minor) has no legal representative, he himself should fill in a card. Please remember that separate cards must be furnished for every individual, company, corporate body, or estate I have mentioned. There is a further obligation on the secretary, manager or a director of a company to furnish an additional card showing, for all absentee share and debenture holders as a group, the total value of shares and debentures of his company owned by persons permanently resident abroad, if the total value is £500 or more.

Those of you who are required to furnish cards should obtain them immediately from a post office - preferably from one in your own locality. Make sure that you get, in addition to the card or cards, an envelope and an instruction sheet. The envelopes are already addressed and do not require a stamp. It is most important that you should get an instruction sheet. This sheet has instructions for filling in the Personal Card printed on one side, and instructions for filling in the Property Card printed on the other. Read your Instruction Sheet very carefully before attempting to fill in your card, and re-read the instruction relating to each question on the card before filling in the corresponding answer. When you have completed your card, put it in the envelope together with the cards for other members of your family, if possible, and drop it in the nearest post office box. Although the Census period lasts for two weeks, obtain and post your cards as early as possible in order to avoid congestion in the post office in the closing days of the period.

In filling in your card, write very clearly and do not forget to print your surname in block letters. It would help us if you would also use block letters in answering other questions. Please fill in your card in ink. In stating your address, give your usual address, by which I mean the one at which you normally reside, even though temporarily absent when filling in your card.

I now wish to make a few suggestions with special reference to the questions on the Property Card.

People who have to supply a card in respect of their business should note carefully that they may fill in the particulars on the basis of the last balance sheet they have completed since the 30th June, 1939. Firms which normally balance their books on the 30th June, and have not completed this year's balance by the 29th July, will be entitled to base their returns on the balance sheet figures of the 30th June, 1938, provided no interim balance has been completed after that date. Except with respect to trade assets and liabilities, the particulars must be given as at the 30th June, 1939.

There should thus be little difficulty in supplying the particulars required within the period fixed for the Census. If, however, any person or firm can satisfy the Commonwealth Statistician that he is definitely unable to furnish complete particulars by the 29th July, no objection will be taken to the late arrival of the return, provided application is made in advance for an extension of time, and the return is furnished not later than the date specified by the Commonwealth Statistician.

When entering the particulars on your card, you will notice that there are two columns - (A) and (B). Only one column is to be used in any particular case. If you are filling in the card in respect of your own property, use Column (A) only. On the other hand, if you are filling in the card on behalf of any other person or a company, or in respect of property which you hold on trust, or in respect of property of which you are merely deemed to be the owner for the purposes of the Act, you should enter the particulars in Column (B) and leave Column (A) blank.

Another important point to remember is that the Act does not limit the term "property" to property in Australia only. Hence, all property (with the exception of life assurance and friendly society policies, which have been deliberately excluded) must be included in the returns, including property held overseas in any other country besides Australia. The value of such assets and liabilities, if any, must, of course, be stated in Australian currency.

There appears to be some uncertainty on the part of representatives of businesses owned or controlled from overseas as to the nature of their liability in providing particulars of the assets of their firms held outside Australia. If the business is a company incorporated in Australia, it must, of course, render a return on its own behalf and provide all the particulars required of an Australian company. This will include a card in respect of its own property, wherever held, and an additional card showing the share and debenture holdings in the company of persons or companies resident abroad. If, on the other hand, the business is owned by a foreign company which has not issued any shares in Australia, or by a person resident abroad, then the legal representative or local manager must return a card for the firm's Australian property only as agent of the absentee owner. If there is any doubt about the matter, the exact circumstances should be set out in a letter, and advice will be furnished by the Commonwealth Statistician as to the exact obligations of the firm.

When you come to the actual filling in of the figures for each of your assets and liabilities, you may feel a little uncertain about how to value each item. In most cases, the Instruction Sheet tells you to insert the market value. Where some other method of valuation is acceptable, it is clearly stated in the Instruction Sheet. So far as most Government and other public securities are concerned, you can find out the market value as at 30th June by reference to the

newspapers or to stock-brokers and similar persons. If they are not quoted on the Stock Exchanges, you must estimate the market value as accurately as possible. Businesses which customarily trade in securities are not required to revalue all their holdings on the basis of market values, but may base their returns on the values at which the securities are carried in their books.

Time does not permit me to go through each item on the card, but there are a few items to which I would like to direct your attention. The first one relates to the value of land owned. The first part of this question relates to land held by a person as sole owner. If the person filling in the card, or the person to whom the return applies, is the sole owner of the land, he must state the unimproved value and the value of the improvements separately on the two short lines provided. The total is then to be extended into the appropriate main column of the card. The unimproved value of the land is the total value less the value of all the improvements thereon. The value of improvements is the value of buildings, fences, wells and so on. You will find it of assistance in answering this question if you consult notices of assessment issued by Local Government authorities or Land Tax authorities.

If the person whose card is being filled in is not the sole owner of the land, he is required to state the value of his interest only in the land including improvements. A separate line is provided for persons who are not sole owners of land.

The next question requiring special care is the one relating to the net value of interests in leases. The value of interests in leases is to be shown separately for leases from private persons and leases from the Crown. The net value to be placed on your interest in a lease from a private person is the amount that you might expect to realise if you offered the unexpired term of the lease for sale on such reasonable terms and conditions as a bona fide seller would require. The net value to be placed on a lease from the Crown, if it is of the Conditional Purchase type, is the market value of the leasehold property less any payments owing to the Crown. If the lease is not of the Conditional Purchase type, value it in the same way that you are asked to value a lease from a private person, that is, by estimating what you might expect to realise, were the right to the unexpired term offered for sale on such reasonable terms as a bona fide seller would require.

In the case both of land owned and of interests in leases held, do not deduct any amounts that you may have borrowed on the security of these assets. Amounts borrowed must be included under the heading "Liabilities" further down the card.

There is another item on the card that might give you some difficulty. That is the value of your interests as a beneficiary in a trust estate. Should you have any such interests, whether as life tenant, reversioner or otherwise, their value should be estimated and the figure included on the card. If you are in doubt as to the value of your interests, you should consult the trustees. The name of the trust estate, and the names of trustees should be shown on the back of the card. Do not attempt to show any of your interests as a beneficiary by writing any figures opposite the individual items of assets. This will be done for the trust estate as a whole by the trustees on the card which they are required to supply.

In certain cases, permission may be given to trustees to provide the answer to this question on behalf of the beneficiary. You should not omit to answer this question unless your trustee has advised you that he has been granted permission to provide the information on your behalf.

I do not think you will have much difficulty in answering the questions correctly if you will carefully follow the printed instructions, so please read the instructions relating to each question over again before filling in the figures in answer to each item on the Card.

I will conclude these remarks by drawing your attention to the fact that every card must be signed by the person whose duty it is to fill it in. If you are making a return of your own property, you must sign it yourself. If you are making it on behalf of others, you must sign your own name at the foot of the card and state the capacity in virtue of which you are making the return on behalf of the person or estate or corporate body named at the top of the card. If you are making a return on behalf of a person absent from Australia, give his Australian address at the top of the card if he is only temporarily absent, but give his oversea address if he is permanently resident outside Australia.

It is perhaps unnecessary for me to remind you that the Act contains specific provisions designed to ensure that the information contained on your card will not be divulged improperly. Special precautions are being taken to reduce any danger of leakage to a minimum, and any officer who is false to his trust will render himself liable to severe penalties.

Finally, I would urge you once more to obtain your cards at once and return them early.

BE ADDRESSED AS FOLLOWS:—

THE COMMONWEALTH STATISTICIAN,
CANBERRA, F.C.T.

ADDRESS TELEGRAMS:—

COMMONWEALTH STATISTICIAN,
CANBERRA.

COMMONWEALTH BUREAU OF CENSUS AND STATISTICS,

Canberra, F.C.T.

PLEASE QUOTE THIS NUMBER IN REPLY.

20th July, 1939.

Dear Sir,

with.

I am enclosing herewith the script of two further wireless talks to be given by me over the National Network on Sunday, 23rd July at 1.15 p.m. (E.S.T.) and on Monday, 24th July at 6.15 p.m. (E.S.T.). You may find this material of value for reproduction in whole or in part in your columns after the talks have been delivered. Alternatively, some of it may have a reference value for the purpose of replying to specific inquiries by correspondents.

I am sending you the material on the strict understanding that it is not to be used for publication until after the talks have been given over the National Network.

Thanking you again for your co-operation,

I am,

Yours faithfully,

Roland Wilson.

(ROLAND WILSON)
Commonwealth Statistician.

MISTAKES YOU SHOULD AVOID IN FILLING IN
YOUR NATIONAL REGISTER CARDS.

Third Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Sunday, 23rd July, 1939, at 1.15 p.m.

When I last spoke to you, many of you hadn't yet obtained your cards, and I wouldn't be surprised if a certain amount of what I said went in one ear and out the other. So, for those who haven't already sent them in, a few more words of advice on how to fill them up may not come amiss. Those of you who have already sent in your cards, however, had better switch over at once to another station, or you may hear something unflattering about the way in which you filled in your card. If you do switch over, don't forget to listen in to-morrow evening, at 6.15 Eastern Standard Time, when I shall try to atone for my previous talks by telling you something about our side of this National Register Census. You've got only one or two cards to deal with - we've got millions - and you may be interested to hear how they are being collected and tabulated.

But that's for to-morrow evening. Today, I want you to put your cards on the table, and listen carefully to some of the mistakes that other people have made. Let's have a glance at the Personal Card first.

It looks very simple, doesn't it? First, it tells you to "write clearly", which I am sure you will all do if you have any consideration for the poor fellows who will have to decipher your writing. Next, it asks for your surname, in block letters, please, and then your Christian names. The next line is for your usual postal address, and the card itself asks you to enter the address of your usual residence, if you are away from home when filling it in. But now we come to the first snag - "Commonwealth Electoral Division in which your usual residence is situated". This is not very difficult, I admit, but you'd be surprised how many people don't seem to know what their Commonwealth Division is. If you do not know, it's well worth while finding out now from the Post Office.

Now, I don't intend today to give you another dose of detailed instructions on how to fill in each numbered item on the card. For this, read your Instruction Sheets. It will be much more useful now if I give you a few "don'ts" which - believe it or not - are all based on errors which dozens of people have already made.

Question 1: don't leave it blank, and don't forget to give your age last birthday.

In Question 2, don't forget to state the name of the State or Territory of Australia, if Australian-born, and the name of the country, if born overseas. Don't write in the names of towns, which are not required.

In Question 3, don't put a cross in both squares if you are a naturalized British subject - put a cross in the second square - and don't forget to add the exact place and date at which you were naturalized. If you are a natural-born British subject, put a **cross** in the first square, and leave it at that. Don't confuse your nationality with your birthplace. Question 3 asks for your nationality in a legal sense.

In Question 4, don't put a cross in more than one square, and put it in the square to which you belong.

In Question 5, don't put crosses on the lines where it asks for "number of children under 16" and "number of other dependent relatives", but enter the correct numbers. Don't put numbers in the

squares for "Father", "Mother" and "Wife", but enter crosses where applicable. Don't duplicate the total number of your dependent relatives by counting in your father, mother or wife among the other dependent relatives. And don't put down a wife in answer to Question 5 if you have stated "Never Married" in answer to Question 4.

In Question 6, don't forget that we want you to use your common sense in sizing up the general condition of your health. Don't describe your general health as "bad" unless you are suffering from an acute illness or serious chronic complaint. Your temporary minor ailments are quite irrelevant, though I hope you are not suffering from any at the moment.

In Question 7, don't omit to state the exact nature of any permanent physical disability. Indicate briefly how serious it is, and of exactly what nature.

In Question 8, don't put a cross in more than one square, don't put the cross in the wrong square, and don't leave all the squares blank. Only one of the squares can describe your grade of occupation, and there is a square for everyone. If you are not an employer, not working on your own account, not an employee, and not among the unemployed, enter a cross in the square numbered 6 for "Others".

In Question 9, don't forget that part (a) of the question may apply to you, even if you are not unemployed now. If you have been unemployed or working on sustenance work or relief work at any time during the last twelve months, enter the number of weeks on the short dotted line opposite question (a). Part (b) is only to be answered if you are unemployed at the time of filling in your card. State the period you have been unemployed since you last had a job of any kind. In answering both (a) and (b), please count any period of employment on sustenance or relief work as unemployment. We can make any adjustments necessary to allow for this at a later stage.

Don't forget that you will be contributing to a better understanding of the unemployment problem by answering these questions as accurately as you can. You can help us to help you.

In Questions 10 and 11, don't confuse your craft or occupation with your industry, and don't leave either question blank. It is important to know not only what kind of work you perform, or can perform, as an individual, but also the extent to which the various industries call for the specialised services of different kinds of workers. It is no use planning an aeroplane factory, for example, if you do not know what supply of machinists, riggers, welders, turners and so on can be obtained within the country. And it is no use making plans to employ those whose usual work may be disrupted if you do not know the capacities of the people who are now employed in the industries that may be liable to disruption. Preparation for economic defence is not a simple matter, and preparations cannot be made without knowledge. Do not be careless, therefore, in answering these questions, but think carefully before writing in the answers. Don't describe your individual craft or occupation in general terms - give the exact designation, and state the standard or class of your qualifications. Similarly, in stating what other crafts or occupations you are competent to follow, be just as specific in describing the standard of proficiency you have reached. The examples given on the Instruction Sheet will indicate what I mean. Please do not write all over the card. If you cannot state all your qualifications on the lines provided, elaborate and expand your answers on the back.

In Question 11, don't state the name of the industry as a whole in which you work, but the particular branch of it with which you are concerned.

Well, it was pretty simple, wasn't it? But you'd be surprised to know how many people make hard work of it.

3.

Now let's have a look at the Property Card - that is, if you're fortunate enough to possess assets worth £500 or more. You must put in a card if you have gross assets to this value, even though your liabilities, when deducted, bring the net value below £500.

If you read the card through before writing in the answers, and read the instructions relating to each question before filling in the answer to that question, you shouldn't have much trouble. Some of you may have to search about a bit before gathering all your facts together, but it isn't a bad thing, really, to find out every now and again just what you are worth.

I haven't enough time to deal with the individual items under which you are asked to list your assets and liabilities, so I will probably help you more if I give you the answers to some of the questions which people have been asking in the last few days.

Quite a number of people who are in process of acquiring their own homes have been puzzled as to how they should show their interest in the property on their cards. I will take what is probably the commonest case first - that is, where a person is buying a property under a contract of sale which provides for purchase by regular instalments of principal and interest over a term of years, and will not have the title to the land in his own name until completion of the payments. In such a case, the amount paid off the principal at the 30th June, 1939 represents the purchaser's "equity in the property" as at that date. The amount so paid off does not, however, necessarily represent the actual value of the equity. The actual value of the equity is the amount which the purchaser could reasonably expect to receive for, or in respect of, the equity if he assigned the equity, or the land were sold. In this case it is the actual value of the equity which should be included as an asset on the card, and it should be shown opposite Item 17.

On the other hand, if you have already obtained title to the property, you should show its total value opposite Item 12 of the assets, stating the unimproved value of the land, and the value of the improvements (that is, the buildings and so on) separately. The amount still owing on the property, if secured by mortgage, should be shown as a liability under Item 19 or, if not secured by mortgage, under Item 20.

Having decided what amount should be included for your house and land, you can find out whether you are required to return a card by adding the value of your other assets to the value of your house and land. If the total is £500 or more, you must send in a card, but if it is less than £500 you need not bother any further.

Another typical question relates to the treatment of goods acquired on the hire-purchase system. Under the usual hire-purchase agreement, the legal ownership of the goods does not pass until the whole of the instalments have been paid. The legal owner, who is in most cases the firm which has sold the goods on hire purchase, should show the market value of the goods less the value of the hirer's option to purchase. The person who has obtained the goods on hire purchase should show the value of his option to purchase the goods outright. If you have goods on hire purchase, the value of your option is the market value of the goods less the amount which you still have to pay. By market value I mean the present value of the goods, which is probably somewhat less than the price you originally agreed to pay. If, of course, the market value has declined below the amount still owing, the value of your option should be regarded as nil. In such a case, the legal owner of the goods should include them at their full market value and you should disregard them in making your return.

Some people have wondered where they should include the value of growing crops. These are distinct from the value of improvements to land or leasehold property, and should be included in the answer to Item 17.

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Quite a large number of people hold property and bank accounts jointly in the name of husband and wife. In such cases, the husband and wife may be regarded as each holding a half-interest in the property concerned.

You should not forget that the value of life assurance and friendly society policies is not required. Policies providing for annuities, purchased from life assurance companies, may be regarded as life assurance policies for this purpose, and their value need not be shown.

Quite a large number of questions have come from people responsible for the property of various institutions, such as churches, schools, clubs, associations, friendly societies, lodges and so on. Briefly, the position is that, if the property is vested in trustees, or if the institution is an incorporated body, the trustees or legal representatives of the bodies concerned are required to furnish returns if the property in question is valued at £500 or more.

I know there will be many other questions you would like answered, but my time is up. Read your Instruction Sheets again, and if you can't find the answers there, ask at the Post Office.

TABULATING THE NATIONAL REGISTER CARDS.

Fourth Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Monday, 24th July, 1939, at 6.15 p.m., E.S.T.

No doubt, after hearing so much from me in previous talks about what you have to do, you will be interested in hearing a little about what we have to do in organising this Census and in tabulating the results.

The only precedent for a Census of this description, so far as I am aware, was the War Census of 1915, which was very similar in its scope. Usually we begin our preliminary work for an ordinary population census about eighteen months before the date at which it is to be taken, and we begin to send out the census forms at least six months in advance. With an ordinary census, of course, collectors are appointed for each of about 10,000 districts, and the completed schedules are collected by house-to-house visits. In the 1915 War Census, cards were made available at post offices just as they are in the case of the present Census. By this means, of course, it is possible to save a great deal of time, and, as the present Bill only received the Royal Assent on the 20th June, time was of the essence of the contract.

Nevertheless, there is a tremendous amount of preliminary organization to be done. Altogether, we have had to print about 27,000,000 separate pieces of paper, including Envelopes, Personal Cards, Property Cards, Instruction Sheets, Address Cards, Machine Cards, Posters, Circulars to Post Offices, Labels, press publicity matter, and so on. Most of this material has not only had to be printed, but wrapped up into parcels and despatched in the right proportions to each of the 8,400 post offices in the Commonwealth. It was somewhat difficult to estimate in advance just what the demand would be on each post office, so, in addition to making detailed advance estimates for each post office, we had to arrange for the holding of reserve supplies of cards and envelopes at several central points, and an efficient method of diverting them to places which might run short during the Census period.

Apart from the cards made available at post offices, we have also done our best to send small supplies to camps, stations, mail contractors, remote telephone offices and other out of the way places where people might otherwise have difficulty in collecting their cards.

The Census has been advertised in about 680 daily, tri-weekly, bi-weekly and weekly newspapers, and nearly 1,000 separate advertisements will have appeared before the period is over. Apart from advertisements, dozens of pages of publicity matter have been supplied to the newspapers for use in their news columns. Announcements are being made over every commercial broadcasting station in Australia at intervals during the Census period, and the National Stations have co-operated by making short announcements from time to time and by enabling me to talk to you over the National Network.

We have also had to make preparations for the tabulation of the cards as they are received. As I will explain later, the tabulation will be done by a machine process, and it has been necessary to have the machines assembled from parts in England and on the Continent, and to have them shipped out to Australia. These machines will arrive within the next few weeks in ample time for tabulating the cards after their arrival in Canberra.

A great deal of work is also involved in preparing the detailed classifications of occupations and industries, so that the answers given to these questions may be properly classified. A staff of officers has been at work examining awards and interviewing employers for some time past in order to bring these lists up to date. Altogether,

/about

about 1,200 separate occupations and over 500 separate industries are listed, each one being allotted a special code number. The classifications are printed in a book of 233 pages, which came off the press last week.

In order to facilitate the distribution of the cards and envelopes to post offices, special offices have been opened in Melbourne and Sydney, and existing Government organizations have been pressed into service in the other four States. The Melbourne and Sydney offices will continue to be used for part of the work of tabulating the cards.

In addition to the National Register cards and envelopes, supplies of change-of-address cards and envelopes have also been printed, and will have been distributed to all post offices by the 31st of this month.

For the assistance of people filling in their cards, it was decided to recruit a special staff of advisory officers to be placed in the larger post offices throughout the Commonwealth. Special instructions had to be prepared for distribution to these officers, and other measures were taken to instruct them in their duties.

Those of you who may be thinking that we are putting you to a lot of trouble, will perhaps realise by now that it is not all one-sided. We have had our little troubles as well. It would have been impossible, however, to have taken the Census with expedition without the fullest co-operation of the Commonwealth Government Printer and the Director-General of Posts and Telegraphs, and their respective staffs, all of whom have been of very great assistance.

All the completed cards, both for the Census of Men and the Census of Property, are addressed either to our Branch Office at Melbourne or our Branch Office at Sydney. As the cards come in, they are taken out of the envelopes, weighed for a preliminary count, and then sorted into Commonwealth Electoral Divisions. Then they go to a staff of coding clerks, who translate the information on the cards into code numbers, in those cases where a number has not been printed in advance on the card itself or is unnecessary for other reasons.

A few examples will make this operation clear. The object is to get the answer to each question turned into a number instead of written words. Your age is already stated in figures, so that does not have to be coded. The answer to Question 2, however, which deals with your country of birth, will be the name of a State or country. From a complete list of the names of all countries and States, numbered in sequence, it is possible to write in a number corresponding to the particular country the name of which is written on the card.

To take another example: the answer to Question 4 will consist of a cross in one of the four squares shown on the card, each of which has a little number already printed opposite each square. It is not necessary to write in a code number in this case, as the printed number near the square containing the cross will be used for the purpose. By similar methods it is possible to translate all the information given on the front of the card into code numbers.

This coding work is being done by a staff of temporary officers who were recruited by special examination some weeks ago. All the men are returned soldiers.

After each card is coded, the cards themselves are numbered numerically within each Electoral Division, and pass on to a staff of typists who will type in duplicate a small address card, correspondingly numbered, for record purposes. The function of these address cards will be explained later.

The Personal Cards will then be shipped to Canberra, as the coding progresses, for the preparation of machine cards and machine tabulation. For each Personal Card a smaller machine card will be prepared by a staff of girls operating special punching machines. The machine cards are divided into 45 columns across the top, and there are ten spaces in each column corresponding to the numbers 0 to 9. The first two columns on the card will be punched to show the age stated on the Personal Card. For instance, if your card shows your age as 39, the girl will depress the keys on the punching machine numbered 3 and 9, and a little hole will be punched in the first column in the space corresponding to 3, and another hole in the second column in the space corresponding to 9. The rest of the information is punched on to the machine card in the same way until each of the 45 columns contains a hole. The serial number of the card is also transferred in the form of punched holes, but on a special machine which can do them mechanically at an effective speed of about 6,000 cards per hour. It is probable that the girls punching the cards will attain a speed up to as high as 200 cards per hour.

After the cards have been punched, the accuracy of the punching is tested on a verifying machine, operating in very similar manner to the punching machine, but at a faster rate, and the machine cards are then run through a sorting machine for tests of accuracy in certain respects. We are then finished with the Personal Card, which will be sent back, with one of the duplicate address cards which I mentioned above, for filing. The address cards will be filed in alphabetical order, and the original Personal Cards in numerical sequence, within each Electoral Division. It will thus be possible to identify a particular card quickly, either by reference to the name and address or by reference to the serial number. The machine cards, which will be retained in Canberra, together with the other duplicate address cards, will eventually be filed in the same way. Thus, in conjunction with the duplicate address cards, the machine cards in effect form a copy of the complete Register.

The next step in the tabulation process is to pass the machine cards through a sorting machine, which sorts them up in any desired order and counts the number of cards as they pass through. These machines operate at the rate of 24,000 cards per hour. The principle of operation is quite simple, but you will have to listen very carefully if you are to follow my explanation. The cards are placed in the machine at one end in bulk, and are picked up by little feeders which push them forward one at a time. As they proceed, they pass over a bronze roller which is connected to one side of an electrical circuit. Trailing over the top of the card are some tiny metal fingers connected to the other side of the circuit.

While the card is between the roller and the fingers, it acts as an insulator and no current can pass, but when a hole comes opposite a finger the circuit is closed and an electrical impulse is transmitted to an electric magnet. This magnet opens one of a number of alternative throats, through which the card will be carried by small rubber rollers to its ultimate destination. The particular throat opened depends entirely on the position of the hole in the card when the electrical contact is made. Thus, when there is a hole in the position corresponding to the number 3, the throat through which the card is directed will lead the card eventually to a separate bin into which all cards punched 3 in that column will fall. As the cards are directed into their proper channel, on their way to a particular bin, they are electrically counted, and, at the end of the run, all the information stored up on the counters can be transferred in printed form to tabulation sheets.

This description is not nearly as complex as the actual operations which take place, but it will be sufficient to illustrate the general principle on which the machines operate.

After the printed sheets are taken from the machine, they are used to fill in the detailed figures in the hundred and one varieties of tables which will ultimately be prepared. It will then be possible, for example, to ascertain rapidly how many plumbers there are in any particular Electoral Division, or how many plumbers there are between the ages of 30 and 35, or with or without dependants, or working in the building trade, or in the shipbuilding trade, and so on. There is practically no limit to the amount of detailed information which can be extracted from the machine cards with very little effort, once the details from the Personal Cards have been transferred to them.

The tabulation of the Property Cards will entail considerably more clerical work. Apart from the purely clerical work, adding machines will be used for verifying the accuracy of the figures and for some of the tabulations that will be required. In general, however, a rather similar method to that used for the Personal Cards will be followed. For this purpose, a somewhat different type of machine is used, but it is so very complex that I could not describe it in a short talk. The main point about it, however, is that it will add up amounts of money represented by the punching in the columns of the cards. Not only will it do this, but it will itself punch a new summary card containing the totals for any group of cards which it has added up.

This is my last talk to you about the National Register. In concluding it, I must express my thanks to the Australian Broadcasting Commission for permitting me to speak so often over the National Network. I hope that what I have said by way of explanation and suggestion may prove to have been helpful.

I will end by reminding you again that the return of National Register cards, duly filled in, is a duty imposed by law, and that the last day for posting your cards is next Saturday, the 29th July. Please don't wait for the last day. Act at once.